

# ARMY PUBLIC SCHOOL R K PURAM

Holistic Personality Development (HPD) Integrated Into School Curriculum 2014

*Subject: Computer*

*Class : VII*

S.No.	Name of the Chapter	Activity	Personal Traits/Values
1.	Review to Previous Class	The students are made to do a PPT on the topic “ Computer Peripherals”	Knowledge Self Awareness of how much he/she can memorise of the previous study.
2.	The Computer system	Using Smart art graphics , students are asked to prepare charts on Classification of Computers Classification of Software	Teamwork—working with partners in computer lab. Creative thinking & Time Intelligence--- in choosing smart art graphic & preparing charts.
3.	More on MS Word	The students are asked to create a table of their Class Time Table, modify and format it , inserting Header & Footer , applying various formatting styles.  Create a Database file, type a mail on seasonal greetings and do Mail Merge by attaching it to the Data base file.	Confidence & Decision Making --- in creating Table Interest & curiosity --to make the document attractive & beautiful using various formatting styles.  Networking Ability & effective communication skill in doing Mail Merge.
4.	Advanced features of MS PowerPoint	Create PPTs on 2 topics “ The Computer System” “ NATURE” using templates, adding graphics, smart art, clipart, auto shapes & sound. Do slide slide transition, custom animation	Creative thinking & innovative Ideology—in preparing presentation. Global outlook & Sensitivity to Environment-- Is shown in downloading pics & collecting info to prepare the PPT
5.	Introduction to MS Excel	The students are asked to create data of 10 students in an MS Excel worksheet with all their particulars. Displaying various text and Number series using Autofill feature.	Curiosity, Interest – in creating worksheet . Logical thinking—in displaying various text and Number series

6.	Formulas in Ms Excel	Enter marks of 6 subjects for all the 10 students to calculate Total Marks, Average marks and percentage. Create graphs on the data for analysis of data.	Enthusiasm & Appreciate-- advantages of using MS Excel for doing calculations using formulas & functions.  Problem Solving skill—in giving appropriate formula & choosing functions.
7.	More on Internet	Sending an invitation card for Birthday for atleast 5 friends through E-Mail Have Video conference with their own relatives & friends,	Netiquette—set of rules to follow while on net. Effective communication skill—in using net to send mails & have skype calls.
8.	Introduction to HTML	Create a simple web page on Galaxies	Creative designing & Team work—in creating a sample web page with partners in the computer lab.
9.	Basic HTML tags	Write HTML code to create a simple document giving required specifications using various HTML tags.	Decision making & critical thinking-- ineffective usage of the resources available to create an attractive web page.